

## MINUTES

### CITY PLAN COMMISSION/ARCHITECTURAL REVIEW BOARD

JULY 19, 2010

The City Plan Commission/Architectural Review Board of the City of Clayton, Missouri, met upon the above date at 5:30 p.m., Chairman Harold Sanger presiding. Upon roll call, the following responded:

#### Present:

Chairman Harold Sanger  
Steve Lichtenfeld, Aldermanic Representative  
Craig S. Owens, City Manager  
Jim Liberman  
Marc Lopata

#### Absent:

Scott Wilson  
Ron Reim

#### Also Present:

Susan Istenes, Director of Planning & Development Services  
Jason Jaggi, Senior Planner  
Kevin O'Keefe, City Attorney

Chairman Sanger welcomed everyone to the meeting. He asked that all cell phone ringers be turned off or muted and that conversations take place outside the room so as not to disrupt the meeting.

#### MINUTES

The minutes of the June 21, 2010 meeting were presented for approval. Marc Lopata asked that the second to last paragraph of Page 3 be deleted, which read "Marc Lopata stated that the Plan should note that. He stated that he hopes the developer who is in attendance at this meeting address the Commission/Committee regarding his LEED project." The minutes were then approved, as amended, after having been previously distributed to each member.

#### PROPOSITION P

Clayton Police Chief, Tom Byrne, began a PowerPoint presentation, stating the importance of protecting the City, which is a great place to work and live. He mentioned past projects, including the Center of Clayton project (2000), the pool renovation (2003) and the

renovation of City Hall/new fire station (2005). He indicated that the current police building was constructed and has been open and in operation 24 hours/day, 7 days/week since 1962. He stated the building has insufficient HVAC, plumbing and electrical systems and that the boiler is the original; all of which systems are difficult to continue maintaining. He indicated that the building also has insufficient space and the health and safety concerns. (Slides depicting various interior rooms were presented). Chief Byrne informed the members that all the ceilings in the building are asbestos. He indicated that they are looking for a cost-effective solution to all of these issues. He stated that a study was conducted which indicated the need for 40,000 square feet (the existing building is 21,000 square feet). He mentioned that the Police Department shares the building with other tenants (RCCEEG and the FBI). He indicated that the new building will house the existing tenants of the police building as well as the Traffic Violation Bureau and traffic court (which are now housed at City Hall). He stated that the opportunity to purchase the Heritage Building was the result of a 5 year search; the building was purchased for \$7.5 million with an estimated renovation cost of \$9.9 million, for a total of \$17.4 million. Chief Byrne explained that the funds will be broken-down as follows: \$15 million – Build America Bonds; \$850K – Federal Grant; and \$1.55 million – anticipated front-loaded rent. He stated that the referendum will be on the August 3<sup>rd</sup> ballot, but the \$0.12 levy will not go into effect until 2013 as the current \$0.09 levy from 1993 will expire in 2013 (an increase of \$0.03 from the current levy). He stated that the community will benefit from this and that more information can be located on the City's web-site.

Chairman Sanger asked how old the Heritage Building is.

Chief Byrne indicated that it was constructed in 1952 (10 years older than the current police building).

Chairman Sanger asked if all the systems will be replaced.

Chief Byrne replied "yes".

Craig Owens informed the members that the wood paneling and flooring is being preserved.

Chairman Sanger asked how many holding (jail) cells the new building will have.

Chief Byrne replied "3"; he stated that they can only hold people for 3 hours at which time they have to be turned over to another department.

Chairman Sanger asked about the use of the current building.

Chief Byrne stated that the police department occupies the first floor and basement and the tenants and IT Department are located on the second floor.

Chairman Sanger asked if the City has already purchased the Heritage Building.

Craig Owens replied "yes".

Chairman Sanger asked what will happen if the tax levy does not pass.

Craig Owens explained that if the Proposition does not pass, the City will have to consider a reduction in reserves or consider a reduction in services.

Chairman Sanger asked if a project architect has been selected.

Chief Byrne replied “yes”. He stated that the architect is the Lawrence Group and they hope to have drawings completed and begin construction by early spring, with an anticipated project timeline of one year to completion.

Marc Lopata mentioned the feasibility study that was conducted a few years ago.

Chief Byrne indicated that study was done 4 years ago by Arcturis and indicated the best decision would be to re-locate.

Marc Lopata asked the size of the Heritage Building.

Chief Byrne replied that it is 65,000 square feet. He stated that he would be happy to give any of the members a tour of the building.

Marc Lopata asked how much of the building the police department will occupy.

Chief Byrne indicated that they will occupy between 30,000 and 35,000 square feet.

Marc Lopata asked the fate of the old (current) building.

Chief Byrne indicated that it will most likely be a site for redevelopment.

Craig Owens stated that now is a good time to buy, but not a good time to sell.

Marc Lopata suggested that word get out that this was thoroughly studied before any decision made.

### SUSTAINABILITY INFORMATION

Jason Jaggi referred to the City’s new sustainability web page and Environmental E Newsletter.

Elizabeth Simons, Planning Intern, addressed the Commission and began a PowerPoint presentation. She indicated that the web page has been updated to provide additional information and to make information easier to locate. She stated that there is now a page for “residents” and a page for “businesses” as well as a link to provide feedback. She indicated that the main page will highlight Clayton’s recent environmental efforts, provide links to various

sections of the site based on topic and visitor type, provide a Q & A section and provide a monthly “green” tip.

Chairman Sanger commented that the web-site looks great and complimented Elizabeth on a job well done.

Elizabeth Simons referred to the monthly E-Newsletter, explaining some of its features and how to subscribe.

Chairman Sanger asked what the budget implications were/are for these two new features.

Jason Jaggi indicated that it is only staff time.

Marc Lopata asked that developers, homeowners, etc. who go the extra mile receive recognition and suggested a list be compiled and included in “In the Greenlight” section of the sustainability web page.

Jason Jaggi indicated that names could be featured in addition to a Greenlight listing.

Jason Jaggi introduced Susan Istenes, the City’s new Director of Planning & Development Services, to the members.

Chairman Sanger welcomed Susan to the City and stated that the Commission is very happy to have her here.

#### DISCUSSION OF DRAFT DOWNTOWN MASTER PLAN DOCUMENT

Jason Jaggi indicated that this is meant to be an informal discussion to determine if there are any outstanding issues that need to be addressed. He stated that the most recent version of the document is on the City’s web-site, with the most current changes underlined.

Chairman Sanger asked about the new retail section.

Jason indicated that this section discusses how to attract and retain successful retailers. He stated that Gary Carter, the City’s Economic Developer, is responsible for this part of the Plan.

Chairman Sanger suggested the City prepare and send a welcome letter for the Mayor’s signature to be sent to all new retail businesses along with some helpful information for businesses in Clayton.

Jason Jaggi stated that the City is made aware of new businesses as they are required to obtain a business license and occupancy permit.

Steve Lichtenfeld agreed with Chairman Sanger and added that it may be a good idea as well, if possible, to conduct an exit interview when retailers are preparing to leave Clayton.

Chairman Sanger agreed.

Craig Owens informed the members that Gary Carter attempts to regularly visit retailers.

Marc Lopata asked about a separate sustainability section.

Jason Jaggi indicated that Sasaki recommends a full sustainability plan.

Marc Lopata stated that the City should be more affirmative.

Chairman Sanger noted that this document needs to be recognized as a guideline.

Jason Jaggi agreed, noting that it is not designed to be a specific design plan., but a tool to shape land use.

Chairman Sanger complimented staff on the great progress.

Jason Jaggi indicated that this has spurred other projects (i.e. Parks Plan, Public Works Traffic Plan). He stated that the City may re-visit its zoning code. He asked the members if staff can prepare for a public hearing before this Commission at their August 16<sup>th</sup> meeting.

Chairman Sanger stated that he sees no reason why not.

Craig Owens commented that the Economic Development Advisory Committee (EDAC) has recommended approval of the Plan. He noted that the EDAC does not have to hold a public hearing; public hearings are only required for this Commission and the Board of Aldermen.

\*\*\*\*\*

Chairman Sanger asked if the RJ York property (site of the Central/Maryland Hotel project) has gone into foreclosure.

Craig Owens replied “yes”, and that the property was purchased by Premier Bank.

Chairman Sanger asked staff about any upcoming projects.

Jason Jaggi mentioned that the School District will be presenting the Wydown Middle School project, that there are a few residential projects in the works and that although the Plan Commission/ARB has not seen many projects lately, the Building Division has been very busy with smaller projects not requiring PC/ARB approval.

Jason Jaggi announced that Jim Liberman and Scott Wilson have both been reappointed to the PC/ARB for another 3-year term.

Being no further business for the Plan Commission/Architectural Review Board, this meeting adjourned at 6:45 p.m.

---

Recording Secretary